

<p style="text-align: center;">INSTRUCTIONS <i>for</i> Housing Rehabilitation</p>

A. NEED FOR THE ACTIVITY

1. Check only one of the options listed to describe how the requested CDBG funds will be used. If you are proposing more than one rehab activity, a single family rehab program and a 40 unit multi-family rehab project, then a separate set of activity forms must be completed for each proposed activity.

Note: Housing Acquisition/Housing Rehabilitation Combination Program.

Applicants have the option to apply for a Housing Acquisition/Housing Rehabilitation Combination Program. This separate category:

- ❖ allows the grantee to use one combined CDBG budget amount to be used for both housing rehabilitation and/or housing acquisition; and
- ❖ Can only be used for jurisdiction wide programs (no target areas are allowed).

When using this option, grantees must also complete the Housing Acquisition Activity Forms.

Depending on local indicators and census data, jurisdictions may be able to strengthen their application by proposing the activity in a target area that has high poverty indicators and high need for rehabilitation. If target area is checked, then at least one project per target area must be completed. If you check target area, please read the following two paragraphs:

Scoring for need. If you are proposing housing rehabilitation in a target area, you may use survey data showing the percentage of units in need of rehabilitation or dilapidated in place of the community-wide data stated in the jurisdiction's housing element. **The survey must be completed using the survey form contained in Chapter 16 of the 2004 CDBG Grant Management Manual. The survey data must be more recent than the data in the housing element and jurisdiction wide data must be amended into the housing element.**

Census data. You may also use Census data showing the age of housing stock and overcrowding for target area applications. **You must attach the proper census table for each block group identified as the target area.**

2. Provide a brief narrative description of the proposed project. Your narrative should include either jurisdiction wide or target area program, information on the number of units to be rehabilitated and how many units are owner or renter occupied, how many families on your interest list and rehabilitation should be based on urgent need of health and safety repairs.
3. State Objectives. The state objective for housing rehabilitation is worst case housing. Up to 25 points will be awarded to proposals that facilitate rehabilitation of permanent housing projects.

INSTRUCTIONS
for
Housing Rehabilitation

4. Choose either Target Area or Jurisdiction-wide housing conditions and complete the chart.

For applicants with a jurisdiction-wide housing rehabilitation program, or a target area program where current survey data are not available, complete this section and attach two copies of your Housing Element page showing this information.

For grantees proposing a target area rehabilitation program and are using the survey form contained in the current CDBG Grant Management Manual, complete this section. Surveys will only be accepted for target areas, jurisdiction-wide data must be amended into the current housing element.

Sound Units. List the percentage of sound units. The percent entered must be from the latest adopted Housing Element submitted to the HCD's Housing Policy Development Division. If the applicant does not have a Housing Element, contact a CDBG field representative for guidance.

Units suitable for rehabilitation. The percentages entered must be from the latest adopted Housing Element submitted to the HCD's Housing Policy Development Division. **If data are available, break the percentage amounts down by the categories “minor,” “moderate,” “major” rehabilitation.** If the applicant does not have a Housing Element, contact a CDBG field representative for guidance.

Dilapidated units. The percent entered must be from the latest adopted Housing Element submitted to the HCD's Housing Policy Development Division. If the applicant does not have a Housing Element, contact a CDBG field representative for guidance.

Note: The total percentage of the target area or jurisdiction wide chart, the city or county has chosen to do housing rehabilitation in, should add up to 100%. If the correct data is not submitted, current housing element data will be used.

5. Age of Housing Stock & Overcrowding.

Age of housing stock. You must use 2000 Census data for this number. Age of housing stock data is available in the 2000 Census Summary File 3, Table DP-4 (see sample in Appendix H). If you are unable to find this Table, please ask your CDBG Representative for a copy.

Overcrowding. Overcrowding means 1.01 or more persons per room. You must use 2000 Census data for this number. Overcrowding data are available in the 2000 Census Summary File 3, Table DP-4 (see sample in Appendix H). If you are unable to obtain this Table, please ask your CDBG Representative for a copy.

<p style="text-align: center;">INSTRUCTIONS <i>for</i> Housing Rehabilitation</p>

6. Supplemental information. If the Census data for Age of Housing Stock and Overcrowding do not accurately depict your community's need in those categories, please attach third-party documentation, if available, showing your community's worsened needs in either of these two categories and tell us the page numbers. Such supplemental information shall not be older than five years from this year's application filing date and must be specific to the community.

Note: Unless it occurs within the last year, data for condition of housing stock **cannot** be supplemented since the source data are either a housing element or recent survey as noted above.

B. TARGETED INCOME GROUP BENEFIT

Projects that are not one hundred percent (100%) TIG will not receive full points in this scoring category. If the applicant does not provide information, the Department will assign points based on the percentage of households in the jurisdiction that are TIG.

1. Check the appropriate check. under a. or b.

- a. 1. If your application is for a single family rehabilitation program for owner occupants that are income restricted and 100% TIG benefit as determined by the CDBG Eligibility and Income Limits, check the *Yes* box and skip question #2.
- 2. If your application is for a single family rehabilitation program for owner investors who will rent to tenants that are income restricted and 100% TIG benefit as determined by the CDBG Eligibility and Income Limits, check the *Yes* box and skip question #2.
- b. If your application is for a mixed income multi-family project, check the *Yes* box, answer question #2, and complete the chart.

<p style="text-align: center;">INSTRUCTIONS <i>for</i> Housing Rehabilitation</p>

2. If you're mixed income multi-family project will limited to tenants who are TIG, check the income restricted box. If you have completed a survey check the income survey box.
 - a. Enter the date the survey was completed, the total number of tenants in the project, number of units in the project and number of tenants who responded to the survey.
 - b. Enter the number of tenants who are TIG and Non-TIG.
 - c. Attach a copy of the survey form and results of the survey.

Income restriction: Applicants should demonstrate there is an explicit limitation, based on income, for who is eligible to benefit from the project. (Note: Charging a fee to non-TIG project beneficiaries does not exclude them from being considered CDBG beneficiaries.)

Income survey: Applicants should conduct a survey of existing and/or potential beneficiaries. Please refer to Appendix B for guidance on survey methodology.

Other: Explain any other source that was used.

C. PROGRAM READINESS

Of the 150 points available for capacity, your application may be awarded up to 50 points if you complete and document actions that make the proposed project ready to proceed. These actions must be directly related to the activity. They may include the completion of the special condition and environmental review requirements, securing site control, securing financing for the entire project, or anything that would enable the applicant to be ready to proceed.

Program Operator/Administrator--Check the appropriate box, submit the documentation required and write in the page number in the application where the documentation can be found.

Environmental Clearance--Check the appropriate box, submit the documentation required and write in the page number in the application where the documentation can be found.

Special Conditions--Check the appropriate box, submit the documentation required and write in the page number in the application where the documentation can be found.

Project Readiness-- Check the appropriate box, submit the documentation required and write in the page number in the application where the documentation can be found.

A list of acceptable readiness items are listed Readiness Chart.

INSTRUCTIONS
for
Housing Rehabilitation

D. REQUIRED MAPS.

Please provide clear copies of the requested maps with your application. All requested maps should show census boundaries (tracts and/or block groups).

Ethnic and TIG concentration maps must show the whole jurisdiction and the areas of concentration must be clearly marked and broken out by the appropriate categories. In addition to showing census boundaries, maps should also show roads and physical boundaries so it is clear the exact location of concentrations and any proposed target area or project site in relation to the rest of the jurisdiction.

➤ **Ethnic/TIG Concentration Map**

Based on the applicant's knowledge of the area and available data provide a legible map of the jurisdiction that shows:

- ☐ The location of concentrations of non-white persons **and** Hispanic persons within the entire jurisdiction, and
- ☐ The location of concentrations of targeted income group families within the entire jurisdiction.

Note: Targeted income group data is **different** than poverty data. Most targeted income group data can be obtained by visiting the American Factfinder website at: www.factfinder.census.gov/

Or

<http://www.hud.gov/offices/cpd/systems/census/lowmod/ca/NonEntitledLocalGovernment.xls>

➤ **Location Map for Target Area(s) or Project Site**

The location map **must**:

- be legible;
- show the entire jurisdiction; and **must** include:
 - ☐ The census tract number(s) and the boundaries within which CDBG funds will be spent for the proposed activity , and
 - ☐ The census block group number(s) and the boundaries within which CDBG funds will be spent for the proposed activity , and
 - ☐ The general location of the proposed activities, including geographic boundaries of the targeted or service areas covered by the proposed activity.

Note: Most maps can be obtained by visiting the American Factfinder website at: www.factfinder.census.gov/

NEED for ACTIVITY
Housing Rehabilitation

A. NEED FOR ACTIVITY

1. How will be requested CDBG funds be used?

Check only one of the following:

- ☐ *Target Area(s) - Housing Rehab. Program
- ☐ Jurisdiction-wide - Housing Rehab. Program
- ☐ Housing Acquisition/Housing Rehabilitation Combination Program
(MUST be jurisdiction-wide)
- ☐ Housing Rehabilitation Project (convert non-housing space to housing)

***Note: When using target areas for rehabilitation activities, rehabilitation work must be completed in all designated target areas.**

2. Project Description (*see instructions*):

**NEED for ACTIVITY
Housing Rehabilitation**

3. State Objective:

Worst Case Housing -

Eligibility Requirements:

- ☐ The proposal must facilitate the construction, acquisition, or rehabilitation of permanent rental housing projects, and
- ☐ of the rental housing units, at least 25 percent of the CDBG assisted units must be for LTIG households who do not receive Federal housing assistance, and
- the 25% LTIG units must reduce these beneficiaries' rent and utility costs to below
- ☐ 50 percent of their gross incomes OR benefit persons who live in severely substandard housing.

Note: For the purposes of this State Objective, permanent means that residents' tenure in the housing will not be limited to a certain time period.

a. Do you meet the eligibility requirements AND want to apply for Worst Case Housing State Objective points?

☐ NO.

☐ YES. (complete below)

Total number of units in the project:	
Number of LTIG units in the project:	
Percentage of LTIG units (from total units):	

**NEED for ACTIVITY
Housing Rehabilitation**

4. Complete the required information on the chart that is applicable to your program.

For TARGET AREA programs <i>with</i> current survey data.		
Enter the percent of housing units <u>within the target area</u> that are:	Category	List %
Sound and not in need of Rehabilitation	Sound	%
Suitable for Minor Rehabilitation	Minor	%
Suitable for Moderate Rehabilitation	Moderate	%
Suitable for Major Rehabilitation	Major	%
Dilapidated. Not suitable for Rehabilitation.	Dilapidated	%
	TOTAL:	100%
<i>Be sure to attach a copy of the survey form used and a summary of the survey to this application.</i>		

OR

For JURISDICTION-WIDE programs.		
Enter the percent of housing units <u>within the jurisdiction</u> that are:	Category	List %
Sound and not in need of Rehabilitation	Sound	%
Suitable for Minor Rehabilitation	Minor	%
Suitable for Moderate Rehabilitation	Moderate	%
Suitable for Major Rehabilitation	Major	%
Dilapidated. Not suitable for Rehabilitation.	Dilapidated	%
	TOTAL:	100%
<i>Be sure to attach 2 copies of the page from your Housing Element where these percentages are documented.</i>		

NEED for ACTIVITY
Housing Rehabilitation

5. Age of Housing Stock & Overcrowding. Provide the requested information for each category.

Enter the percentage of housing stock over 30 years of age (pre-1970) as shown in the 2000 Census Summary File 3, Table DP-4	Age of Housing Stock	%
Enter the percentage of households who are overcrowded as shown in the 2000 Census Summary File 3, Table DP-4	Overcrowding	%

Be sure to attach the Housing Stock and Overcrowding Census tables to this application. Also, show your calculations on each table.

6. Supplemental Information. This section is used to provide information being rebutted and/or not captured in the 2000 Census in regards to your community's worsened age/condition of housing and/or worsened overcrowding needs. Provide all information that is requested.

Check if you are providing supplemental information for:

☐ Worsened Age/Condition of Housing

☐ Worsened Housing Overcrowding

Describe the worsened Housing Element conditions and/or worsened overcrowding issue that is not reflected in the 2000 Census data:

How is this issue specific to your community?:

List:

- third-party documentation (must be less than 5 years old) that is being submitted to support the issue, and
- the date of the documentation submitted, and
- the page numbers, in this application, where it can be found.

Description of Documentation:	Date of Doc.	Page #
1.		
2.		
3.		
4.		

Note: Applicants must complete this chart and include the documentation in their application in order to receive points under this category.

TIG BENEFIT
Housing Rehabilitation

B. TARGETED INCOME GROUP (TIG) BENEFIT

1. Check the appropriate box under a. or b. below.

a. Is this a single-family program that will be **income restricted** and benefit **100% TIG**?

☐ YES. Skip question #2.

☐ NO. Complete question #2.

Note: All single-family rehabilitation programs must be income restricted and benefit 100% TIG.

OR

b. Is this a **multi-family** project with at least 51% benefit?

☐ YES. Complete question #2.

☐ NO. (stop, project is not eligible)

2. How has **TIG benefit** been established for the project?

☐ Income Restriction

☐ Income Survey (Complete chart)

a. If TIG benefit is determined by an income survey, complete the following survey information:

Survey Date:	
Total # of anticipated beneficiaries:	
Households or persons?	
How many were surveyed?	
Total number of responses:	
<i>Number of TIG responses:</i>	
<i>Number of Non-TIG responses:</i>	

b. Based on the survey results, the percentage of **TIG households** that will benefit from this proposed activity is:

_____%

c. *Attach a copy of the survey form and a summary of the results.*

Survey form and summary of results are located on Page:	_____
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PROGRAM READINESS
Housing Rehabilitation

C. PROGRAM READINESS – Housing Rehabilitation

Please refer to instructions for guidance on completing this chart.

Program Operator/Administrator (Check all that apply)	Documentation Required (in order to receive any points)	Page #
<input type="checkbox"/> In-house staff	Resumes and Duty Statements of key staff (which show that the staff are qualified to implement the project)	
<input type="checkbox"/> Program Consultant (must be conditioned upon receipt of CDBG award)	Executed contract from prior year (still in force); or New executed contract; or Completed contract that is ready to sign upon award of CDBG funds.	
<input type="checkbox"/> Sub-recipient Agreement (must be conditioned upon receipt of CDBG award)	Existing Sub-recipient Agreement; or A completed sub-recipient agreement that is ready to sign upon award of CDBG funds	

Environmental Clearance (Check the one that applies)	Documentation Required (in order to receive any points)	Page #
Categorically Excluded, but <input type="checkbox"/> subject to 58.5..... (single-family Housing Rehabilitation)	A completed <i>Environmental Finding Form</i> , indicating a “Finding of Categorical Exclusion”	
	A completed <i>Form 58.6</i>	
	A completed and documented <i>Rehabilitation Environmental Review (RER)</i> form	
	A copy of supporting documentation, including the <i>SHPO Programmatic Agreement and correspondence</i> , where applicable.	
	Copy of ready-to-publish <i>publication</i> of the <i>Notice of Intent to Request Release of Funds (NOI/RROF)</i> notice.	
	A copy of the completed <i>Request for Release of Funds and Certification</i> (not signed and not dated)	
	A description of the project	

NOTE:
As each unit of housing is identified, the following will be required to be kept on file.

- A site-specific **Appendix A** form for each rehabilitation project. (Includes reconstructions)

PROGRAM READINESS
Housing Rehabilitation (*continued*)

Environmental Clearance (cont.) (Check the one that applies)	Documentation Required (<i>in order to receive any points</i>)	Page #
Categorically Excluded, but <input type="checkbox"/> subject to 58.5..... (site-specific projects)	A completed <i>Environmental Finding Form</i> , indicating a "Finding of Categorical Exclusion, per Section 58.35(a) and a conversion to <i>Exempt</i> ."	
	A completed <i>Form 58.6</i>	
	A completed and documented <i>Statutory Worksheet</i> with <u>no</u> secondary findings.	
	A copy of supporting documentation, including the <i>SHPO Programmatic Agreement and correspondence</i> , where applicable.	
	A description of the project	
Categorically Excluded, but <input type="checkbox"/> subject to 58.5..... (site-specific projects with secondary findings identified on Statutory Worksheet)	A completed <i>Environmental Finding Form</i> , indicating a "Finding of Categorical Exclusion"	
	A completed <i>Form 58.6</i>	
	A completed and documented <i>Statutory Worksheet identifying secondary findings</i> .	
	A copy of supporting documentation, including the <i>SHPO Programmatic Agreement and correspondence</i> , where applicable.	
	Copy of ready-to-publish <i>publication</i> of the <i>Notice of Intent to Request Release of Funds (NOI/RROF)</i> notice.	
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PROGRAM READINESS
Housing Rehabilitation *(continued)*

Special Conditions	Documentation Required <i>(in order to receive any points)</i>	Page #
Housing Rehabilitation Program Guidelines	Housing Rehabilitation Program Guidelines	
Program Income Re-Use Plan	Program Income Re-Use Plan	
Anti-Displacement Plan	Anti-Displacement Plan	

Project Readiness <i>(check all that apply)</i>	List Documentation submitted to evidence compliance with checked items. <i>(In order to receive any points)</i>	Page #
<input type="checkbox"/> List of pre-approved Qualified Homeowners		
<input type="checkbox"/> Eligible Contractors/Bidders List		
<input type="checkbox"/> Marketing Program Materials		
<input type="checkbox"/> Lump Sum Drawdown Agreement	<input type="checkbox"/> Letter of Intent from the Bank <input type="checkbox"/> Draft Lump Sum Drawdown Agreement with all pertinent information included.	
<input type="checkbox"/> Title/Escrow Company Agreement		
<input type="checkbox"/> Waiting List - Interested Individuals		

REQUIRED MAPS Housing Rehabilitation

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